



PARKS & RECREATION DEPT. VENDOR APPLICATION PACKET 2023

This is our vendor list for outdoor events with the Parks Department for 2023! Please note the **EARLY** and **LATE** registration fees. The late dates are FINAL for 2023. They are set to reflect the time it will take to ensure all applications are processed, the event is mapped, and that vendors get appropriate notice on location, set-up times, etc. We have some awesome new events this year and hope to have you out!

Independence Day Celebration

Saturday, July 1, 2023 | 3 pm – 10 pm

Central Park, 295 E. Mishawaka Ave. | Mishawaka, IN 46545

Celebrate our Nation's Independence Day! Featuring live music, kid's games and activities, food, arts and crafts, local business vendors, and last, but certainly not least, spectacular fireworks! We are excited to have all types of vendors at this event!

Early Registration Fees end Friday, June 2, 2023:

Arts & Crafts: \$35 | Retail: \$49 | Commercial & Networking: \$49 | Non-Profit: \$14

Late Registration Fees end Friday, June 16, 2023:

Arts & Crafts: \$55 | Retail: \$89 | Commercial & Networking: \$89 | Non-Profit: \$24

Summer Dance

Monday, August 21, 2023 | 5 pm-8 pm

Battell Park, 301 W Mishawaka Ave. | Mishawaka, IN 46544

We are bringing back the end of Summer Dance! Our last Summer Concert Series in Battell Park will see the entire Bandshell turned into a dance to celebrate the last days of the season. We will have tables set up for people to eat, drink and enjoy the tunes, as well as a variety of senior-focused vendors.

Early Registration Fees end Friday, July 28, 2023:

Arts & Crafts: \$15 | Retail: \$21 | Commercial & Networking: \$21 | Non-Profit: \$6

Late Registration Fees end Friday, August 4, 2023:

Arts & Crafts: \$35 | Retail: \$61 | Commercial & Networking: \$61 | Non-Profit: \$16

Winterfest

Saturday, December 3rd | 6 pm – 9 pm

Ball Band Biergarten | 230 Ironworks Avenue | Mishawaka, IN 46544

Join Mishawaka Parks and Recreation as we celebrate the opening of our brand-new ice-skating ribbon and event center! The event features free ice skating, Santa, a Christmas market, food trucks, carriage rides and more.

We are primarily looking for holiday-themed crafters and retail gift items for this event.

Early Registration Fees end Friday, November 4, 2022:

Arts & Crafts: \$15 | Retail: \$21 | Commercial & Networking: \$21 | Non-Profit: \$6

Late Registration Fees end Friday, November 11, 2022:

Arts & Crafts: \$35 | Retail: \$61 | Commercial & Networking: \$61 | Non-Profit: \$16



PARKS & RECREATION DEPT. VENDOR APPLICATION PACKET 2023 VENDOR INFORMATION & RULES

HOMEMADE ARTS & CRAFTS

All entries must be the original work of the artist/crafter renting the space. Purchased, pre-made merchandise or utilizing pre-made merchandise to make an item is considered a retail product and is not permitted under this category. **Kits, molded items, commercially manufactured goods, resale items, antiques, plants or any mass-produced good are NOT allowed in this category.**

RETAIL

All entries must be products bought and sold from outside sources. These items are not handmade by the vendor. Weapons of any kind, any merchandise related to drugs, drug usage and/or drug paraphernalia, inappropriate or suggestive language, photos, drawings, etc. are not permitted to be displayed or sold.

FOR PROFIT, COMMERCIAL & NETWORK MARKETING

Commercial businesses and Network Marketing vendors that support the community and provide family-friendly products are considered. Booths that provide activities, interaction with families or demonstrations are encouraged. Vendor is solely promoting a business, and will have no products for sale.

NON-PROFIT

Organizations must have an IRS Tax Exempt {501(c)3} status and will be required to submit documentation at the time of submitting the application.

ALL VENDORS

Applications for Entry

Complete and return the Vendor Application Packet via mail or drop off at the Mishawaka Parks and Recreation Dept. Office located in the Battell Community Center at 904 N. Main St., Mishawaka, IN 46545. Cash, check, card or money orders accepted. Checks and money orders made payable to the City of Mishawaka.

Check-in & Set-up

Check-in and set-up times will vary at each event. A Park Representative will contact you prior to the event for details. Typically, vendors will have 2 hours prior to the start of the event to set-up, unless otherwise indicated.

Booth Space

All booth set-up and items need to be **INSIDE** the 12'x12' area provided. All businesses or other activity must be conducted within the designated rental area only. No distribution, canvassing, flyers, nor vending of any kind by strolling through the festival. **Tents must be weighted and not staked down into the ground, due to the irrigation systems.**

Closing & Tear Down

Closing and tear down times will vary for each event. A Park Representative will be in contact with you prior to the event for details. Typically, tear down cannot begin until after the end of the event, unless otherwise indicated or arranged.

Parking

Parking is limited, and is first come, first serve. After unloading and setting up, vehicles must be moved to the designated parking areas outside of the festival.

Refunds

Application fees received from accepted vendors are **non-refundable, no exceptions.**

Weather

All of these events are outdoor events. In the case of inclement weather, a decision will be made to either cancel or postpone the event. A minimum of a 48-hour weather check-in email will be sent out. However, the weather can change at any moment. Please be sure to check your emails the day of the event. Refunds are not awarded for weather cancellations. Your vendor fee will be transferred to another event of your choosing should an event be cancelled.



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VENDOR APPLICATION PACKET 2023
VENDOR INFORMATION & RULES

Business/Booth Name: _____ Date: _____

Contact Name: _____ Contact DOB: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Website: _____

Indicate which festival group you are participating in.

	Homemade Arts & Crafts	Retail	For Profit, Commercial & Network Marketing	Non-Profit
Independence Day Celebration				
Summer Dance				
Winterfest				

Arts & Crafts and Retail Vendors: Describe in detail the items you wish to sell at the selected events: _____

Commercial & Network Marketing, Non-Profit Vendors: If providing a service, demonstration or activity, provide a description of your booth's activity, service or demonstration planned: _____

Application & Rules Agreement

I have read and will comply with the rules of the Mishawaka Parks Department and I will comply with all applicable laws. By signing, I understand that any Arts & Crafts vendors selling items not made by them will be asked to leave the festival with no refund of space rental fee. I understand that any Retail vendor selling items not listed in original application will be asked to leave the festival with no refund of space rental fee. I understand that any Commercial or Network Marketing vendor selling any type of item or service will be asked to leave the festival with no refund of space rental fee.

Vendor's Signature: _____ Date: _____

Release & Indemnification Agreement

For and in consideration of the City of Mishawaka allowing the person applying to participate in the Mishawaka Parks and Recreation Dept. Special Events in 2022, the participant hereby releases and agrees to indemnify and hold harmless the City of Mishawaka, Indiana, the Mishawaka Parks Dept., and their agents, employees and officials from any and all actions, causes of action, claims, damages, demands, judgements, executions, costs, expenses, including: attorney fees, and all other claims for damages whatsoever which may hereby be made, instituted, filled or recovered against the City of Mishawaka, Indiana, the Mishawaka Parks Dept., their agents, employees, and officials by the undersigned and any other person as a result of participating in this event. The person executing this release is duly authorized to do so on behalf of participant.

Vendor's Signature: _____ Date: _____

FOR OFFICE USE ONLY: Payment Date: _____ Invoice#: _____ Amount Paid: _____